



# Web Application Access

## QUICK REFERENCE GUIDE

This guide provides information on:

- Establishing a WAM account for those individuals who do not have an EPA LAN account
- Logging on to Web Application Access (WAA)
- Viewing and entering your communities
- Gaining access to additional communities

If you are **not** an EPA employee or **do not** have an EPA LAN account, you must complete the self-registration process described in the next section of this document to gain access.

If you **do** have a LAN account, you may log into WAA directly. See **Logging into WAA** within this document.

### **Establishing a WAA Account**

Individuals who do not have a LAN account need to request access to WAA. To do this, go to: <http://portal.epa.gov> and click on *Self-Register*. See Figure 1.

EPA Web Application Access Login

**Welcome to EPA Web Application Access**

A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account, log in using your LAN username and password. If you do not have an EPA LAN account, you will need to **self register** for an account.

User Name

Password

[Forgot your user id or password?](#)

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**Figure 1: Request Access to WAA**

The ***Self Registration*** page (Figure 2) is displayed. Be sure to complete all fields on the form including an EPA Sponsor who can verify your business need to access WAA. You will need to select a primary community. This community should be the one that is also part of your business need to access WAA. In addition you will be asked to designate a password to be used when you log into the WAA site.

Once you complete and submit the form, it will be routed to the Community Manager (of your primary Community) for approval. The Community Manager will approve or reject your request and an email will be sent notifying you of the account disposition.



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**Self Registration**

To obtain an account, you must be a business partner or affiliate who has business with the Environmental Protection Agency. Please fill out the following information and click submit to request access.

**USE THIS FORM ONLY if you do not have an EPA LAN account. If you are an EPA employee or an on-site contractor and you already have an EPA LAN account you DO NOT need to complete this form. (User Name = your LAN id and Password = your LAN password)**

**ALL FIELDS ARE REQUIRED**

First Name:

Last Name:

Email Address:  
format: emailid@domainname.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:  
format: emailid@domainname.com

EPA Contact's Phone Number:  
format: (xxx) xxx-xxxx

Passwords must be at least 8 characters long and contain at least one lower case letter and one number or symbol (i.e. \$, 5, etc.)

Password:

Confirm Password:

Select the Community from the drop down list that is the reason for your business need to obtain Portal access. Choosing a specific community instead of "General Portal" results in faster access. Once you gain access to the Portal you will have the ability to request access to additional Communities.

Select a primary community

☐ I accept the EPA Privacy & Security Notice. [Click here to read Click.](#)

**Figure 2: Self Registration Form**

## **Logging into Web Application Access (WAA)**

If you have an EPA LAN account or you have received a confirmation email containing your log-in information (user id and password) you can now log into WAA.

Go to: <http://portal.epa.gov> and enter your user name and password on the Login screen and click *Login* (Figure 3). (For users with an EPA LAN account your Portal user name is your LAN ID and your Portal password is your LAN password). If you have any problems logging in, contact the EPA Customer Call Center at 1-866-411-4EPA or [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov).



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User Name

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Figure 3: WAA Log-in Screen

## Viewing and Entering Your Communities

You may view the list of communities of which you are a member by clicking the *My community Applications* tab. Depending on your user classification (internal, internal affiliate, or external user) you may have automatic membership in certain communities. To enter the selected community site, click on its title.

## Request Access to Additional Communities

After logging into WAA you can request access to additional communities by clicking on the **Community Access** tab in the WAA navigation bar and selecting **Request Access to Communities** (Figure 4). The list of other available communities will appear (Figure 5) where you may request access by clicking the check box and clicking “Save Groups”.

EPA United States Environmental Protection Agency

My Community Applications Collaboration **Community Access** User Profile Help Logoff

Request Access to Communities

Manage Access

Pending Access Requests

About Web Application Management

This is the new entry point for tools, applications and communities. Use the links above to access collaboration tools, find an application, request access and manage applications.

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Figure 4: Request Access to Communities



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**Select Groups**

The following list represents the communities that are available to you on the EPA Portal. To join a community, check the box next to the community name. To leave a community, remove the check from the box next to the name. For communities requiring authorization, you will be notified via email when your enrollment in the community is approved. You can join and leave multiple communities at one time. When you are satisfied with your selection, press the 'save subscription' button below. Note: There is a 10 minute delay before you can view the selected groups in the portal.

- ☐ ARRA Inter-Agency Subcommittee Workspace (AISW) Wiki
- ☐ Borders Gateway
- ☐ CADDIS - Causal Assessment Diagnosis Decision Info Sys
- ☐ Climate Ready Water Utilities Wiki
- ☐ Community-Focused Exposure and Risk Screening Tool (C-FERST)
- ☐ CRSSM Docs Wiki
- ☐ CRSSM Projects Wiki
- ☐ Data Finder Blog
- ☐ Emissions Inventory System
- ☐ ESE Connection Privileged Access
- ☐ Field Activity Compliance Technology (FACT) Wiki
- ☐ Finding Understanding Using Environmental Indicators Blog
- ☒ First-Line Supervisor Network
- ☐ GRTS OBI Reporting
- ☐ Guidelines for Evaluating EPA Partnership Programs (GEEPP) Wiki
- ☒ HERONet
- ☐ Library Network Wiki
- ☐ National Estuary Program Wiki/Blog
- ☐ NCC Development Environment
- ☐ NEPAssist
- ☐ Partnership Local Action Wiki
- ☐ R9 Economic Stimulus Wiki
- ☐ Septic (Decentralized) Wiki
- ☐ System of Registries
- ☐ Tribal Grants
- ☐ Tribal-Focused Exposure Risk and Sustainability Tool (T-FERST)
- ☐ Visual Communications (VisCom) Wiki
- ☐ Water Resiliency and Preparedness Wiki
- ☐ Watershed Central Wiki
- ☐ WebCMS
- ☐ Wetlands Wiki

Figure 5: Subscribe to Additional Communities

Your request to the community will be forwarded to the Community Manager. You will receive an email message when the Community Manager has either approved or denied your request.

### Accessing a New Community

Once the Community Manager has granted access to the new community, log into WAA (See [Logging into WAA](#)). Click *My Community Applications* to display existing and newly approved communities. See the left navigator bar (Figure 6). The communities may be accessed by clicking on the community name.



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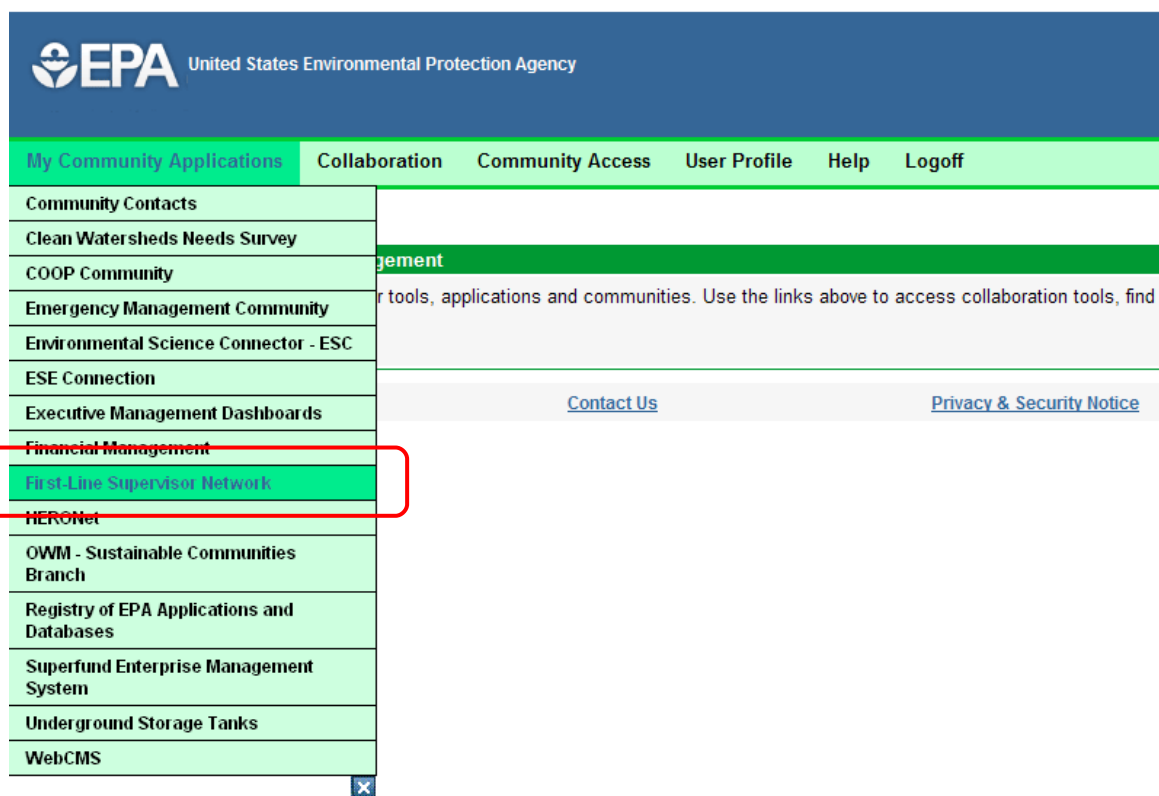
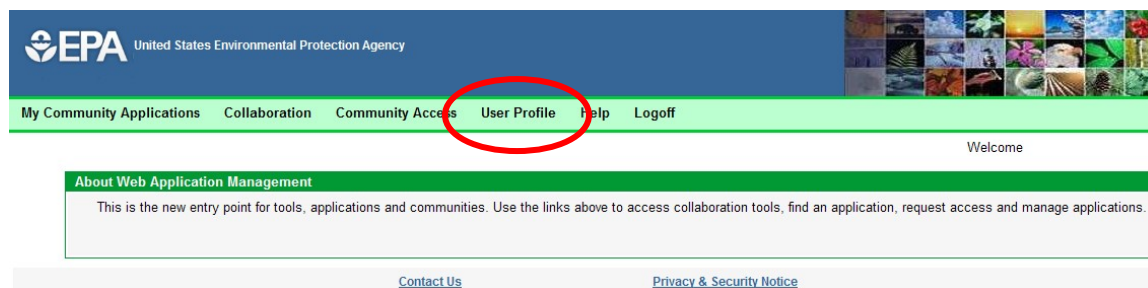


Figure 6: List of Approved Communities

## Changing Your User Profile Information or Password

You can change your password and update other profile information (name, address, phone number, etc), by using the User Profile function (Figure 7). NOTE: You can only use this feature if you gained WAA access through the self- registration process.



## Logging Out of WAA

To log out or sign off WAA, click *Logoff* at any time on any page. The *Logoff* tab is always displayed, regardless of which page you are currently viewing.

## Who to Contact for Help



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